

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Assistant Wellness/Fitness & Aqua Center Director

**Department:** BRHWC – Wellness Center

**Hourly Rate:** \$53,000 - \$60,000 DOE

**Full Time:** 40hrs/week

**Exempt:** Exempt

**Supervisor:** Wellness Director

**Posting Date:** Public

**Opens:** January 16, 2025

**Closes:** January 31, 2025 at 4:30 PM

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**Summary:**The BRHWC Assistant Wellness/Fitness Center & Aqua Director assists the Wellness Director in overseeing the daily operations of BRHWC – Wellness Center, and monitors staff performance, membership retention and revenue goals. The Assistant Wellness Director will plan, implement, coordinate and evaluate public health services and programs to promote health and wellness to the community.

The Assistant Wellness Director will help manage budgets, monitor and purchase equipment, and manage and grow a competent team of wellness professionals. Will oversee wellness staff interactions with members, such as assessments, nutritional guidance, training on correct use of fitness equipment, and guidance on appropriate types of exercises. You will train staff on an ongoing basis.

To be successful in this role, you need to employ judicious decision-making abilities regarding a diverse range of activities. Preferred applicants are effective multitaskers, have the ability to motivate others and are observant.

**Essential Duties and Responsibilities** include the following:

Assistant Director is responsible for many duties during a typical shift. Such as the following duties and responsibilities:

- Attending and participating in BRHWC management meetings.
- Supervise and develop staff via managing action plans to reach overall goals.
- Provide regular routine equipment inspections and perform maintenance as needed for all equipment used during fitness classes/pool activities
- Recruiting staff and ensuring optimal staffing levels.
- Providing staff with ongoing assistance and training development.
- Developing wellness staff to grow revenue and to assist members in reaching fitness goals.
- Collaborating with staff members to ensure cleanliness and tidiness of facilities, and maintenance of equipment.
- Managing expenses and purchasing new equipment.

- Provide strategic planning and oversight for fitness and wellness programs and services that includes group fitness classes and mental health programming revenue generating personal training, nutrition coaching, premium instruction classes, and customized fitness
- Ability to work some nights and weekends, be available for special events and extended hours attended Committee and sometime Board meetings as necessary.
- Keep up-to-date with regional and national trends by becoming actively involved in tribal community, regional and national organizations associated with fitness and wellness.
- Plans, assigns, and directs the work of personnel to ensure effective program operations; determines staffing needs, makes work assignments, and monitors employee performance.
- Develops, recommends and implements program policies and procedures; ensures services are rendered according to legal and professional standards and in compliance with local, state, federal and tribal law; manages annual program reviews; completes community assessments; participates in and leads quality improvement processes.
- Plans program initiatives and operations; monitors program activities; conducts quality assurance audits; evaluates program outcomes and effectiveness; researches community health care needs and available resources; plans and implements new programs and program changes.
- Create an employee procedure handbook for fitness staff as well as a community brochure of fitness related classes, fees and schedule listing hours of operations and specific fitness activities for interested groups and individuals.
- Develop materials to support the success of the fitness program.
- Focus on safety in all aspects of the Wellness Fitness Facility.
- Other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Strong supervisory and interpersonal skills to build positive relationships with individuals and motivate them
2. Knowledge of mechanical and specialized equipment within the Wellness Facility.
3. Ability to maintain a high level of confidentiality
4. Highly dependable, excellent attendance
5. Training and licensed/certification as a Certified personal trainer certification such as ACE or NASM.
6. CPR/AED certification; familiarity with swimming/life saving related products
7. The ability to work effectively as part of a team
8. Excellent verbal and written communication skills
9. Strong verbal and written communication skills
10. Complete and pass HIPAA training
11. Ability to organize and prioritize tasks
12. Ability to work some nights and weekends

**QUALIFICATIONS AND EXPERIENCE:**

BRHWC Wellness/Fitness Center & Aqua Director will have a wide range of skills/qualifications/expertis:

1. Bachelor's degree in exercise science, physical education, kinesiology or related field preferred such as Exercise Science, Health, Physical Education, Kinesiology, Education, Recreation, Management, Sports Management or Wellness Business.
2. 4+ years work experience as personal trainer or Fitness Facility Director/Manager.
3. 2+ years work experience in fitness management position.
4. Certified personal trainer certification such as ACE or NASM.
5. Certified Pool Operator
6. CPR/AED certification.
7. Ability to generate revenue projections.
8. Excellent communication skills.
9. Outstanding people and leadership skills.
10. Physically fit, strong, agile and dexterous, and professional appearance and behavior.
11. Available to work evenings, over weekends and on public/tribal holidays.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position.

**Cultural Sensitivity:**

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Background Check:**

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This position requires a driver check, to meet eligibility for tribal insurance.

**Physical Demands:**

The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physical able to perform all job duties. Swim, walking, standing, bending, stooping and occasional lifting up to 25lbs and/or carrying for short distances. A pre-employment physical exam is required.

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This position requires awareness and deep appreciation of tribal traditions, customs, and

socioeconomic needs. It requires the ability at all times to meet and deal effectively in contact with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)